



**Tennessee Department of Environment and Conservation
Office of Energy Programs (OEP)
Grants Program Manager / Energy Services Advisor**

Annual Salary Range: \$51,000 - \$60,000

About the Tennessee Department of Environment and Conservation (TDEC)

The Department is responsible for:

- Safeguarding the health & safety of Tennessee citizens from environmental hazards.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal grants, and state general fund appropriations. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has 8 regional offices across the state serving as the primary point of contact for their respective regions.

About the Office of Energy Programs

The Office of Energy Programs (OEP), which joined TDEC in January 2013, functions as the federally-funded State Energy Office for Tennessee. In this role, OEP is the recipient of annual formula funding under the U.S. Department of Energy's (DOE) State Energy Program (SEP). Under this DOE program, State Energy Offices address long-term national goals to:

- Increase the energy efficiency of the U.S. economy.
- Reduce energy costs.
- Improve the reliability of electricity, fuel, and energy services delivery.
- Develop alternative and renewable energy resources.
- Promote economic growth with improved environmental quality.
- Reduce our reliance on imported oil.

Toward these goals, OEP has developed and overseen many statewide initiatives that have recently included the Tennessee Energy Efficiency Loan Program, the State of Tennessee Electric Vehicle Rebate Program, the State's Qualified Energy Conservation Bond (QECB) Program, the Volunteer State Solar Initiative, the Tennessee Energy Education Initiative, and the Tennessee Energy Education Network (K-12).

OEP also administers the EmPower TN Energy Management Technical Assistance Program (EMTAP), which provides no cost technical assistance to public sector entities to reduce energy and

water consumption in participating facilities. This program will be formally launched in early spring 2015 and will facilitate implementation of energy management, energy efficiency and renewable energy projects to meet the needs, budgets, and priorities of each participating entity.

Summary of Position

This Grants Program Manager / Energy Services Advisor will serve as a technical assistance expert and deliver various services to EmPower TN participants. This position will report to the Senior Energy Services Advisor (SESA). General responsibilities will entail performing Level 1 energy assessments, developing Strategic Energy Management Plans, and implementing effective and innovative demand side energy management strategies. Work requires familiarity with various energy management methodologies, techniques and developments, as well as continuous research to stay abreast of technical advancements and potential uses by public facilities or industries. The Energy Services Advisor will also assist with and execute special projects as requested by the OEP Director.

Principal Duties and Responsibilities

- Perform on-site Level 1 energy and water assessments of a variety of public building types in an effort to identify energy conservation measures (ECMs) with emphasis on Low/No Cost ECMs.
- Review and analyze utility data to establish benchmarks, baselines, and Key Performance Indicators (KPIs).
- Provide on-site and remote utility data management technical assistance.
- Create or revise Strategic Energy Management Plans, Energy Management Policies and other Energy Management Procedures taking into consideration compatibility and compliance with building principles, standards, codes and design needs. Track and work to increase the number of Level 1 energy and water assessments that result in the implementation of recommended ECMs.
- Measure and verify savings and reductions resulting from the implementation of recommended ECMs.
- Ensure accuracy of performance and financial reporting to DOE, various State of Tennessee agencies, and other entities.
- Develop and deliver energy related education, outreach, and technical assistance workshops, to State Agencies, K-12 schools, Tennessee Board of Regents, the University of Tennessee System, and commercial and industrial entities.
- Function as alternate Emergency Services Coordinator (ESC) for ESF-12, Energy Assurance, by providing technical assistance and guidance to internal and external customers regarding impacts to supply and distribution of transportation and off-grid home heating fuels.
- Position requires frequent day and overnight travel.

Knowledge, Skills and Abilities

- Possess or have the ability to acquire knowledge of demand side energy management and building systems to include HVAC, electrical, lighting, plumbing, and building envelope in order to provide Level 1 energy assessments of governmental facilities.

- Superior project management skills; ability to work with individuals with diverse levels of expertise and knowledge of State and federal rules and regulations with emphasis on federal financial assistance.
- Ensure accuracy of performance and financial reporting to DOE, various State of Tennessee agencies, and other entities.
- Ability to build and maintain complex databases.
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex energy-related financial and non-financial concepts and results to individuals at all levels and backgrounds.
- Effective interpersonal skills dealing with people at various levels within the organization as well as external stakeholders.
- Proficiency in Microsoft Word, Project, Excel, Access and PowerPoint applications.

Education / Experience

Bachelor's degree required; Master's degree in related field(s) preferred. The following certifications or experience is preferred:

- Energy auditing experience; Energy management, building systems, building codes or construction management experience
- Certification related to energy management, such as Certified Energy Manager® or Professional Energy Manager
- 5 years of experience in a project management capacity
- Government contracting and grants/projects experience

All interested candidates should submit a resume and cover letter to Beth Smith at TDEC.Careers@tn.gov. The position will remain posted until March 30, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or TDEC.Careers@tn.gov.

Beth Smith, Director of Talent Management

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TDEC is an AA/EEO/ADA employer.